

AAPSE BOD Meeting Minutes

1/29/21

10:30am-11:35am Central

Zoom teleconference

Meeting called by: Kim Brown

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Danielson

BOD Attendees: Kim Brown, Betsy Danielson, John Feagans, Faye Golden, Sharon Gripp, Chrissy Kaminski, Sarah Kingsley-Richards, Becky Maguire, Katie Moore, Kerry Richards, Mimi Rose, Sonja Thomas

Minutes

Agenda item: 1. Call to Order **Presenter:** Kim Brown

Agenda item: 2. Treasurers Report **Presenter:** Sonja Thomas

Discussion: Sonja Thomas mentioned the renewal date for Wild Apricot, the AAPSE website host is February 11, 2021. She discussed the following items:

- Upgrading the website plan so more than 250 members can be supported in the database.
- Allowing payments directly through the AAPSE website. Approved by BOD in December 2020.

The BOD had favorable feedback. Sonja Thomas will provide BOD members with additional information on these changes, including the costs and how much time this will save for the office of Treasurer.

Sonja Thomas stated that the renewal fees for the AAPSE.net website domain are due. Previously, Virginia Tech paid these fees. She will provide additional information to the EC.

Action items	Person responsible	Deadline
✓ Email upgrading website plan information to BOD.	Sonja Thomas	2/3/21
✓ Vote on AAPSE website issues by email.	BOD	2/8/21
✓ Email domain name charges document to EC.	Sonja Thomas	2/3/21

Agenda item: 3. Welcome to New BOD Members
a. Conflict of Interest Statement **Presenter:** Kim Brown

Discussion: Kim Brown welcomed the new BOD members and asked them to sign and return the Conflict of Interest Statement.

Action items	Person responsible	Deadline
✓ Return signed Conflict of Interest forms to Betsy Danielson at betsydan@iastate.edu .	BOD	2/15/21

OLD BUSINESS

Agenda item: 4. 2020 Awards Update **Presenter:** Sonja Thomas

Discussion: Sonja Thomas reported that Carco was paid \$59.63 for Jolene Hendrix's replacement award.

Agenda item: 5. New Member Orientation **Presenter:** Sharon Gripp

Discussion: Sharon Gripp reported that about 80 participants attended the new member orientation of January 26, 2021. Feedback has been very positive. Sonja Thomas will try to add the video of the event to the AAPSE YouTube page.

Kim Brown challenged the regional representatives to reach out to their constituents during the membership drive that ends in March. She will create a draft email that can be sent to members and potential members in each region. Sonja Thomas can provide contacts via email for each region.

Action items	Person responsible	Deadline
✓ Add New Member Orientation video to YouTube.	Sonja Thomas	2/28/21
✓ Draft email for regional reps to send to constituents.	Kim Brown	2/5/21
✓ Ask Sonja Thomas for names of current AAPSE members in each region.	Regional Reps	2/8/21
✓ Contact current and potential AAPSE members and ask them to renew membership for 2021.	Regional Reps	2/19/21

Agenda item: 6. 2021 AAPSE Meeting Update **Presenter:** Kim Brown

- a. Dates – July 19 and 20, 2021
- b. Proposed Schedule for AAPSE meeting in conjunction with PACT

Discussion: Kim Brown stated that AAPSE is planning for an in-person meeting with a virtual option. Kerry Richards stated that PACT will be polling attendees about travel restrictions closer to the meeting date. She offered to include AAPSE members as well. There is currently no specified time on the agenda for professional development. Becky Maguire will ask the Professional Development Committee if they are interested in requesting time on the agenda.

Tentative Schedule:

Monday July 19, 2021

- 9-noon – BOD meeting
- 1-2pm - New Member Orientation (acronym soup, meet and greet, committee introductions)
- 2-4pm – Committee meeting break outs
- Evening – Dinner with Past-Presidents and EC

Tuesday July 20, 2021

- 5:30-7:30pm – General Membership meeting

The PACT meeting agenda can be found at <https://npsec.us/pact2021>.

Action items	Person responsible	Deadline
✓ Poll AAPSE members about travel restrictions.	AAPSE or PACT	June 2021
✓ Ask Professional Development Committee members if they want time on meeting agenda.	Becky Maguire	2/22/21

Agenda item: 7. Website Update **Presenter:** Kim Brown

Discussion: See Agenda item 2.

Agenda item: 8. AAPSE Logo **Presenter:** Kim Brown

Discussion: Kim Brown shared several AAPSE logo designs. She will email them to the BOD and they will be discussed during the February 26th BOD meeting.

Action items	Person responsible	Deadline
✓ Email AAPSE logo designs to BOD.	Kim Brown	2/8/21

✓ Add AAPSE Logo discussion to 2/26/21 AAPSE BOD meeting agenda. Kim Brown 2/19/21

Agenda item: 9. Other Old Business **Presenter:** Kim Brown

Discussion: None.

NEW BUSINESS

Agenda item 10. Work-Life Balance **Presenter:** Kim Brown

Discussion: Kim Brown discussed the need to reach out to other AAPSE members and colleagues to maintain a healthy work-life balance. Kim will contact Becky Maguire to discuss possibly pursuing this as a topic for a future Professional Development webinar. Becky will also ask the Professional Development if they would consider a webinar on this topic at the AAPSE meeting this July in Denver. Kim asked the BOD to reach out to the EC for further discussion, if needed.

Action items	Person responsible	Deadline
✓ Contact Becky Maguire to discuss possible Work-Life balance webinar.	Kim Brown	2/15/21
✓ Contact Professional Development Committee to discuss possible work-life balance webinar for July AAPSE meeting.	Becky Maguire	2/22/21
✓ Contact EC if want more discussion on work-life balance.	BOD	2/22/21

Agenda item: 11. Committee Reports **Presenter:** Kim Brown
a. Committee on Committees
b. Nominations Committee

Discussion:

11a. Kim Brown still needs volunteers for the Committee on Committees.

11b. Kerry Richards reported that the Nominations Committee has a full and diverse group. Committee goals are to have nominations to the Secretary prior to the March AAPSE BOD meeting, candidate information to the Secretary prior to the April BOD meeting, and have a membership vote in May 2021.

Action items	Person responsible	Deadline
✓ Volunteer to lead or serve on Committee on Committees.	AAPSE Members	2/22/21

Agenda item: 12. Liaison Reports **Presenter:** Kim Brown

Discussion: None.

Agenda item: 13. Other New Business **Presenter:** Kim Brown
a. Future AAPSE BOD Meeting dates

Discussion: BOD members agreed to continue to hold future AAPSE BOD meetings on the last Friday of each month from 10:30-11:30 CST.

Agenda item 14. Comments and Announcements **Presenter:** Kim Brown

Discussion: Sarah Kingsley-Richards asked how to best get input on sharing program successes and ideas. Betsy Danielson suggested using the AAPSE list-serv.

Agenda item: 15. Adjournment **Presenter:** Kim Brown

Discussion: Motion by Becky Maguire to adjourn. Seconded by Kerry Richards. Motion passed.

Next BOD meeting: February 26, 2021, 10:30 CST

Future meeting dates:

March 26, 2021, 10:30 CST

April 30, 2021, 10:30 CST

May 28, 2021, 10:30 CST

June 25, 2021, 10:30 CST

July 19, 2021, Denver, CO